



MANAGING HOLDS THROUGH THE PATRON ACCOUNT

Bobby Brown wants to place a hold. He comes to the Circulation Desk for help.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/0 \$ 0.00

Last updated on 2014-03-28

Holds: 0
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information

Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13

Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:

OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds

Place Hold Show Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
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List Actions Print

Search for the item he wants.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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1 Patron: BROWN, BOBBY B +

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Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/0 \$ 0.00

Go Back Reload Go Forward Debug Print Page

Search the Catalog Basic Search Browse the Catalog

Advanced Search Numeric Search Expert Search

Search Input

Keyword Contains

And Title Contains

And Author Contains

Add Search Row

Search Clear Form

Search Filters

Item Format

All Formats
Audio Books
Books
E-Books

Audience

Adult
Elementary
General
Juvenile

Literary Form

Comic strips
Dramas
Essays
Fiction

Shelving Location

AV
BOARDBOOKS
BOOK CLUB
BUSINESS

Last updated on 2014-03-28

Holds: 0
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information

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Submit the hold.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/0 \$ 0.00

Last updated on 2014-03-28

Holds: 0
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Place Hold

☒ Place hold for patron by barcode: 27323020289471 BROWN, BOBBY B
☐ Place this hold for me (Mooresville PL CircOne)

Rose Maddar / Stephen King.

Pickup location: Mooresville Public Library - Mooresville

Notify when hold is ready for pickup?

☒ Yes, by Email
Email Address: bbrown@aol.com

☒ Yes, by Phone
Phone Number: 317-831-7333

☐ Yes, by Text Messaging

Mobile carrier: Alaska Communications (USA) Note: carrier charges may apply
Mobile number: Hint: use the full 10 digits of your phone #, no spaces, no dashes

Submit **Cancel**

Hold was successfully placed!

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/1 \$ 0.00

Go Back Reload Go Forward Debug Print Page

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search: Type: Keyword Library: Mooresville Public Library - Mooresville Search

Place Hold

☐ Rose Madder / Stephen King. **Hold was successfully placed**

[Continue](#)

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Last updated on 2014-03-28

Holds: 1

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

Bobby now has three books on hold.

What are 'Actions for Selected Holds'?

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking

1 Patron: BROWN, BOBBY B

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Mess Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Holds
Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

List Actions Print



Bobby remembers he has a new phone number. Edit the phone number.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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1 Patron: BROWN, BOBBY B +

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Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Copy to Clipboard
Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions Print

Add the new number to change notification for this hold only.

Choose a Hold Notification Phone Number

Please enter a new phone number for hold notification (leave the field empty to disable phone notification):

317-831-7323

DoneCancel

RefreshCheck OutItems OutHoldsBillsEditMessagesOther

00/3\$ 0.00

Last updated on 2014-03-28

Holds: 3

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

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ID 1: Drivers License
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ID 2:

Holds Alias:

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Other Phone:

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Holds

Place HoldShow Cancelled Holds

Detail ViewActions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

List ActionsPrint

44

9:08 AM
3/28/2014

Bobby needs this book for a report. If it is not available in 3 weeks, he doesn't want it.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out 0 0/3 Bills \$ 0.00 Edit Messages Other

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Copy to Clipboard
Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold



The expiration date is preset to 9 months. Enter the new date for the hold to be cancelled.

Select Date or Timestamp:

Modifying Holds

Please enter an Expiration Date (or choose Remove to unset) for hold 2350318.

Date: 03/ 28/ 2014 12: 00: 00 AM

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Holds

Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T



Now the book is here, but Bobby is on vacation. Reset the shelf expire date.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Holds
Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

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Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions Print

The standard shelf expire date is 7 days. Set the date for 2 days after Bobby gets home.

Select Date or Timestamp: Shelf Expire Time

Modifying Holds

Please enter a Shelf Expiration Date for hold 2350318.

Date: 03/ 28/ 2014 9: 12: 04 AM Cancel Apply

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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ID 1: Drivers License
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1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

List Actions Print



The book has not been trapped when Bobby goes to Europe for 3 months. Edit the Activation Date.

1: mvpl-circ1@MVPLM-MPLCircCoord1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) H

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Out: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
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3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

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Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions Print

Enter a date near the time Bobby returns from Europe.

Select Date or Timestamp: Admin (-) Help

Modifying Holds

Activation Date

Please enter an Activation Date (or choose Remove to unset) for hold 2350318. This will also Suspend the hold.

Date: 03/ 28/ 2014 12: 00: 00 AM Cancel Remove Apply

Refresh Check Out Items Out Holds Bills Edit Messages Other

0 0/3 \$ 0.00

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

List Actions Print

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You have been on vacation. When you return, you find an email from Bobby requesting a hold. The email is 6 days old.

1: mvpl-circ1@MVPLM-MPLCircCoord1.evergreen.lib.in.us

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1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions Print

You place the hold today, but may edit the request date to match the day the item was requested.

THIS WILL REORDER THE QUEUE!

Select Date or Timestamp:

Modifying Holds

Request Date

Please enter a new Request Date for hold 2350318. WARNING: This effectively reorders the holds queue.

Date: 03/ 28/ 2014 9: 15: 31 AM

Cancel Apply

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

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2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

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Bobby can only afford one month in Europe. He is home now.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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1 Patron: BROWN, BOBBY B +

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0 0/3 \$ 0.00

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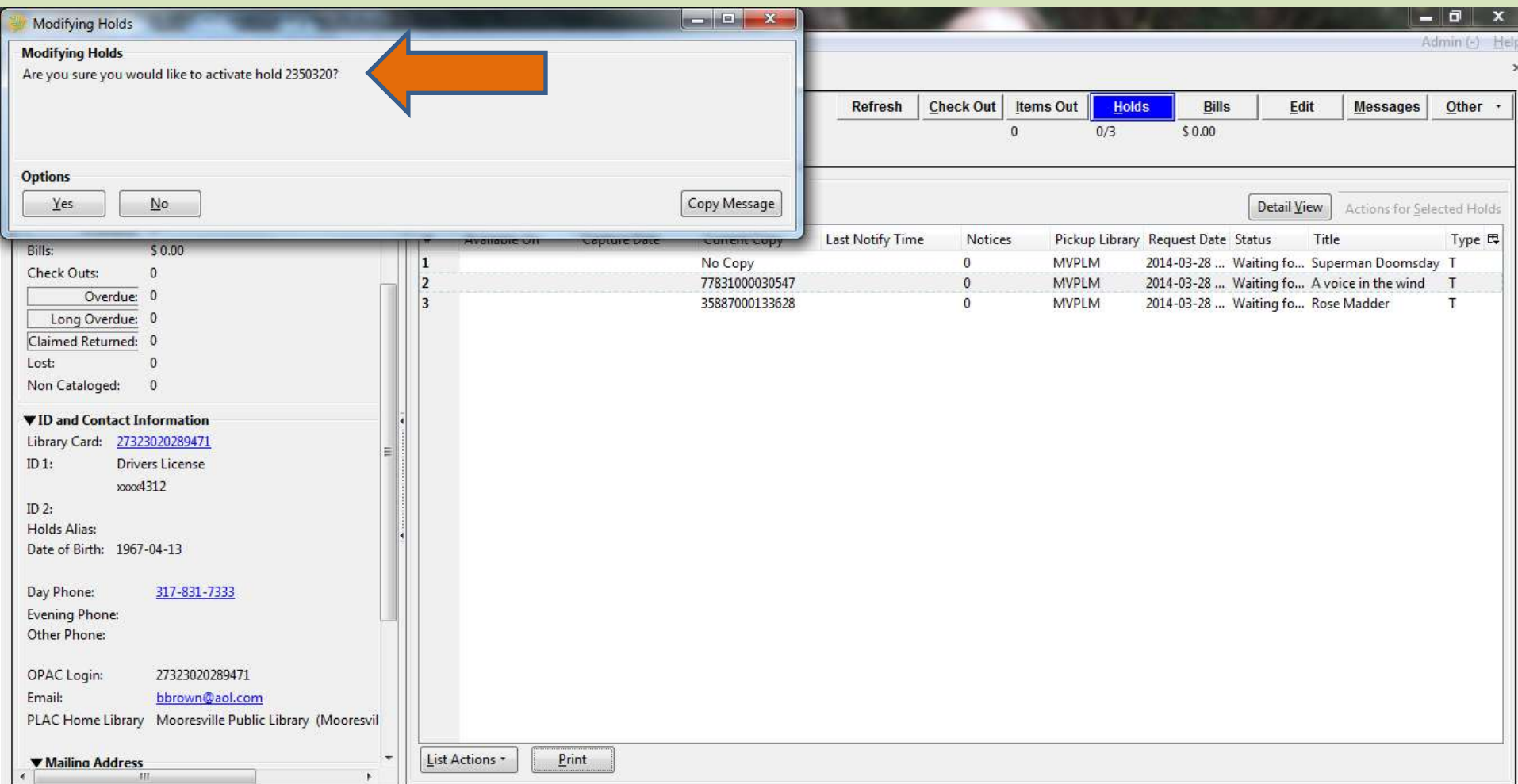
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Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions Print

Activate the hold so Bobby will reappear on the hold list for this item.



The screenshot displays a library system interface. A modal dialog box titled "Modifying Holds" is open, asking "Are you sure you would like to activate hold 2350320?". An orange arrow points to the "Yes" button. The dialog also includes a "Copy Message" button and "Options" for "Yes" and "No".

The background interface shows a toolbar with buttons: Refresh, Check Out, Items Out, Holds (highlighted), Bills, Edit, Messages, and Other. Below the toolbar, a table lists holds with columns: Available On, Capture Date, Current Copy, Last Notify Time, Notices, Pickup Library, Request Date, Status, Title, and Type. The table contains three rows of data.

On the left side, there is a section for "Bills:" showing \$ 0.00, and a section for "Options" with fields for Overdue, Long Overdue, Claimed Returned, Lost, and Non Cataloged, all set to 0. Below this is "ID and Contact Information" including Library Card (27323020289471), ID 1 (Drivers License xxx04312), ID 2, Holds Alias, Date of Birth (1967-04-13), Day Phone (317-831-7333), Evening Phone, Other Phone, OPAC Login (27323020289471), Email (bbrown@aol.com), and PLAC Home Library (Mooresville Public Library (Mooresvil)). At the bottom left is a "Mailino Address" section.

At the bottom of the dialog, there are "List Actions" and "Print" buttons.

Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1		No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2		77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3		35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

Bobby's mother is ill. He will be out of state for 3 weeks. Suspend the hold.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil


▼ Mailing Address

Holds
Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

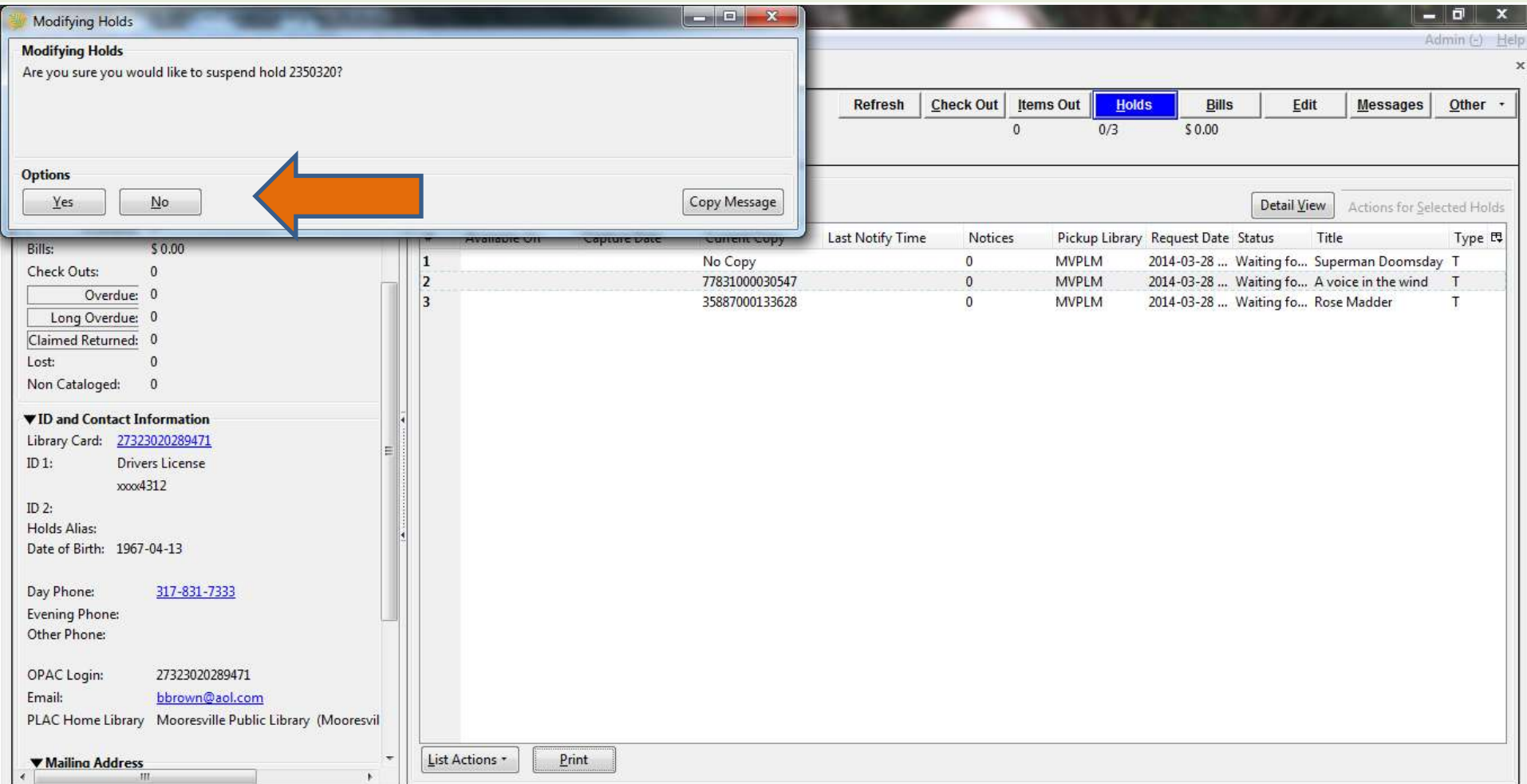
#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Copy to Clipboard
Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions Print



Suspend the hold until Bobby calls to say he is home again.



The screenshot displays a library system interface. A modal dialog box titled "Modifying Holds" is open, asking "Are you sure you would like to suspend hold 2350320?". The dialog has "Yes" and "No" buttons, with an orange arrow pointing to the "Yes" button. A "Copy Message" button is also present. The background interface shows a top navigation bar with buttons: Refresh, Check Out, Items Out, Holds (selected), Bills, Edit, Messages, and Other. Below this, a summary row shows 0 items out of 0/3, with a total of \$0.00. A table lists holds with columns: Last Notify Time, Notices, Pickup Library, Request Date, Status, Title, and Type. The table contains three rows of hold data. On the left, a sidebar shows account information for a user, including library card number, ID numbers, contact information, and mailing address.

Modifying Holds
Are you sure you would like to suspend hold 2350320?

Options

Bills: \$0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Available On	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1	No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2	77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3	35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh

Check Out

Items Out

Holds

Bills

Edit

Messages

Other ▾

0

0/3

\$ 0.00

Last updated on 2014-03-28

Holds: 3

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

▼ ID and Contact Information

Library Card: [27323020289471](#)ID 1: Drivers License
xxxx4312

ID 2:

Holds Alias:

Date of Birth: 1967-04-13

Day Phone: [317-831-7333](#)

Evening Phone:

Other Phone:

OPAC Login: 27323020289471

Email: bbrown@aol.com

PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds

Place Hold

Show Cancelled Holds

Detail View

Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Set Top Of Queue.
This will move
Bobby to the top of
the list for an item.
Not a good plan.

Copy to Clipboard
Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions ▾

Print

I can only see using this when an item is damaged and needs to be removed from circulation. Be sure the hold is set to 'Copy', not 'Title.'

Set Top of Queue (Force to Front) for Holds

Move to the front of the holds queue above other holds that are not likewise flagged Top of Queue?

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds

Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

List Actions Print



Bobby has placed his own hold this time, but on the wrong item. This hold is for the book but he really wants the DVD. Transfer to Marked Title.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) H

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/1 \$ 0.00

▼ Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
Last updated on 2014-03-28

Holds: 1
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information

Library Card: 27323020289471
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: 317-831-7333
Evening Phone:

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title
1			No Copy		0	MVPLM	2014-03-28 1:38 PM	Waiting for copy	Harry Potter and the c

Copy to Clipboard
Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

List Actions Print

Record with ID 19881877 marked for title hold transfer.

Windows taskbar icons: Internet Explorer, File Explorer, Google Chrome, Microsoft Word, Outlook, PowerPoint

Find the correct item in the catalog.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Harry Potter and the deathly hallows Part 1
Author: Radcliffe, Daniel
Bib Call #: PN1997.2.H37 2011

Edition:
Pub Date: 2011

TCN: 700296838
Database ID: 19881877
Record Owner:

Created By: admin
Last Edited By: admin
Last Edited On: 2012-10-12 9:49 PM

Start Previous Next End Search Results

Go Back Reload Go Forward

Actions for this Record
Debug Print Page


[imaginary place](#)

Series Title

[Thorndike Press large print The literacy bridge](#) (1)


Geographic Subject

[England](#) (4)

5.  2007.
10 of 14 copies available at Evergreen Indiana.
0 of 1 copy available at Mooresville Public Library.
0 of 1 copy available at Mooresville Public Library - Mooresville.


[Harry Potter and the deathly hallows](#)
[Rowling, J. K.](#)

✓ [Place Hold](#) [Add to my list](#)

6.  2007.
Call number: J FIC ROW
265 of 349 copies available at Evergreen Indiana.
3 of 3 copies available at Mooresville Public Library.
3 of 3 copies available at Mooresville Public Library - Mooresville.

[Harry Potter and the deathly hallows. Part 1](#)

✓ [Place Hold](#) [Add to my list](#)

7.  c2011.
Call number: J DVD FIC HAR
98 of 136 copies available at Evergreen Indiana.
0 of 1 copy available at Mooresville Public Library.
0 of 1 copy available at Mooresville Public Library - Mooresville.

[Harry Potter and the Deathly Hallows. Part 2](#)

✓ [Place Hold](#) [Add to my list](#)

0 of 1 copy available at Mooresville Public Library - Mooresville

45 1:42 PM 3/28/2014

Mark as Title Hold Transfer Destination.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) B

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Harry Potter and the deathly hallows Part 1	Edition:	TCN: 700296838	Created By: admin
Author: Radcliffe, Daniel	Pub Date: 2011	Database ID: 19881877	Last Edited By: admin
Bib Call #: PN1997.2.H37 2011		Record Owner:	Last Edited On: 2012-10-12 9:49 PM

Record 6 of 7 [Start](#) [Previous](#) [Next](#) [End](#) [Search Results](#)

[Go Back](#) [Reload](#) [Go Forward](#)

[Search the Catalog](#) [Advanced Search](#) [Browse the Catalog](#)

Search: **Type:** Keyword **Format:** All Formats **Library:** Mooresville Public Library - Mooresville


[\[Refine My Original Search \]](#)

Recent searches [◀ Search Results](#) Showing Item 6 of 7 [◀ Previous](#) [Next ▶](#)

Harry Potter and the deathly hallows. Part 1 [videorecording] / Warner Bros. Pictures presents a

[Radcliffe, Daniel. 1989-](#) (Added Author). [Grint, Rupert. 1988-](#) (Added Author). [Watson, Emma. 1990-](#) (Added Author). [Bonham Carter, Helena. 1966-](#) (Added Author). [Da](#)
[Fiennes, Ralph. 1940-](#) (Added Author). [Gambon, Michael. 1949-](#) (Added Author). [Gleeson, Brendan. 1955-](#) (Added Author). [Griffiths, Richard. 1947-](#) (Added Author). [Hurt, John. 1940-](#) (Added Author). [Rickman, Alan. 1944-](#) (Added Author). [Shaw, Fiona. 1958-](#) (Added Author). [Spall, Timothy. 1957-](#) (Added Author). [Staunton, Imelda. 1953-](#) (Added Author). [Th](#)
[Walters, Julie. 1950-](#) (Added Author). [Klives, Steven. 1961-](#) (Added Author). [Heyman, David. 1961-](#) (Added Author). [Barron, David. 1961-](#) (Added Author). [Yates, David. 1963-](#) (Ad
[and the Deathly Hallows. 2011.](#) (Added Author). [Warner Home Video \(Firm\). 1969-](#) (Added Author). [Warner Bros. Pictures \(1969- \)](#) (Added Author). [Heyday Films. 1969-](#) (Added Author).

[Director of photography, Eduardo Serra :](#) [edited by Mark Day :](#) [music by Alexandre Desplat :](#) [screenplay by Steve Kloves :](#) [produced by David Heyman](#)
(Cast).

 Projected medium

Available copies

- 98 copies at Evergreen Indiana. [\(Show\)](#)
- 0 copies at Mooresville Public Library.

Current holds

1 current hold with 136 total copies.

Actions for this Record

- [OPAC View](#)
- [MARC View](#)
- [MARC Edit](#)
- [Holdings Maintenance](#)
- [Manage Conjoined Items](#)
- [Manage Parts](#)
- [View Holdg](#)
- [View/Place Orders](#)
- [Add to Bucket](#)
- [Mark for Overlay](#)
- [Delete Record](#)
- [Undelete Record](#)
- [Add Volumes](#)
- [Mark as Title Hold Transfer Destination](#)
- [Transfer All Title Holds](#)
- [Mark as Target for Conjoined Items](#)
- [Duplicate in New Tab](#)
- [Remove this Frame](#)
- [MFHD Holdings](#)
- [Serial Control View](#)
- [Alternat Serial Control](#)
- [Serjals Batch Receive](#)
- [Set bottom interface as Default](#)

Open Bobby's account Holds screen.

Choose the incorrect hold, then

Transfer to Marked Title.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other ▾

0 0/1 \$ 0.00

▼ Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
Last updated on 2014-03-28

Holds: 1
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information

Library Card: 27323020289471
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: 317-831-7333
Evening Phone:

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title
1			78731000426931		0	MVPLM	2014-03-28 1:38 PM	Waiting for capture	Harry Potter and the c

Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold
Save Columns

List Actions ▾ Print

Record with ID 19881877 marked for title hold transfer.

Note the message on the bottom of the screen. This is the item you marked to replace the incorrect hold.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) B

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/1 \$ 0.00

▼ Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
Last updated on 2014-03-28

Holds: 1
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information

Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title	Type
1			78731000426931		0	MVPLM	2014-03-28 1:38 PM	Waiting for capture	Harry Potter and the deathly hallows	T

List Actions Print

Record with ID 19881877 marked for title hold transfer.

45 1:45 PM 3/28/2014

Bobby is now waiting for the DVD instead of the book.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/1 \$ 0.00

▼ Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
Last updated on 2014-03-28

Holds: 1
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information

Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 1:38 PM	Waiting for copy	Harry Potter and the deathly hallows Part 1	T

[JavaScript Application]

Holds transferred.

OK

List Actions Print

Record with ID 19881877 marked for title hold transfer.

Mark Item Damaged. The item was found on the shelf but is too damaged to circulate.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds
Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Copy to Clipboard
Show in Catalog
Show Holds on Bib
Show Item Details
Show Last Few Circulations
Retrieve Patron
Set Desired Copy Quality
Edit Pickup Library
Edit Phone Number
Edit Mobile/Text Carrier
Edit Mobile/Text Number
Set Email Notification
Edit Expiration Date
Edit Shelf Expire Time
Edit Activation Date
Edit Request Date
Activate Hold
Suspend Hold
Set Top of Queue
Transfer to Marked Title
Mark Item Damaged
Mark Item Missing
Find Another Target
Cancel Hold

Changing the status will retarget the hold to another copy.

The screenshot displays a library management system interface. A 'Mark Damaged' dialog box is open in the foreground, asking to change the status of items with barcode 35887000133628 to 'Damaged'. The dialog has 'OK', 'Cancel', and 'Copy Message' buttons. An orange arrow points to the 'OK' button. In the background, the 'Holds' tab is selected, showing a table of holds. The table has columns for #, Available On, Capture Date, Current Copy, Last Notify Time, Notices, Pickup Library, Request Date, Status, Title, and Type. Three holds are listed, with the third hold (row 3) having a 'Current Copy' of 35887000133628. The left sidebar contains various library statistics and contact information for a user named 'bbrown@aol.com'.

Mark Damaged
Change the status for these items to Damaged? Barcodes: 35887000133628

Options
OK Cancel Copy Message

Holds
Refresh Check Out Items Out **Holds** Bills Edit Messages Other
0 0/3 \$ 0.00

Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

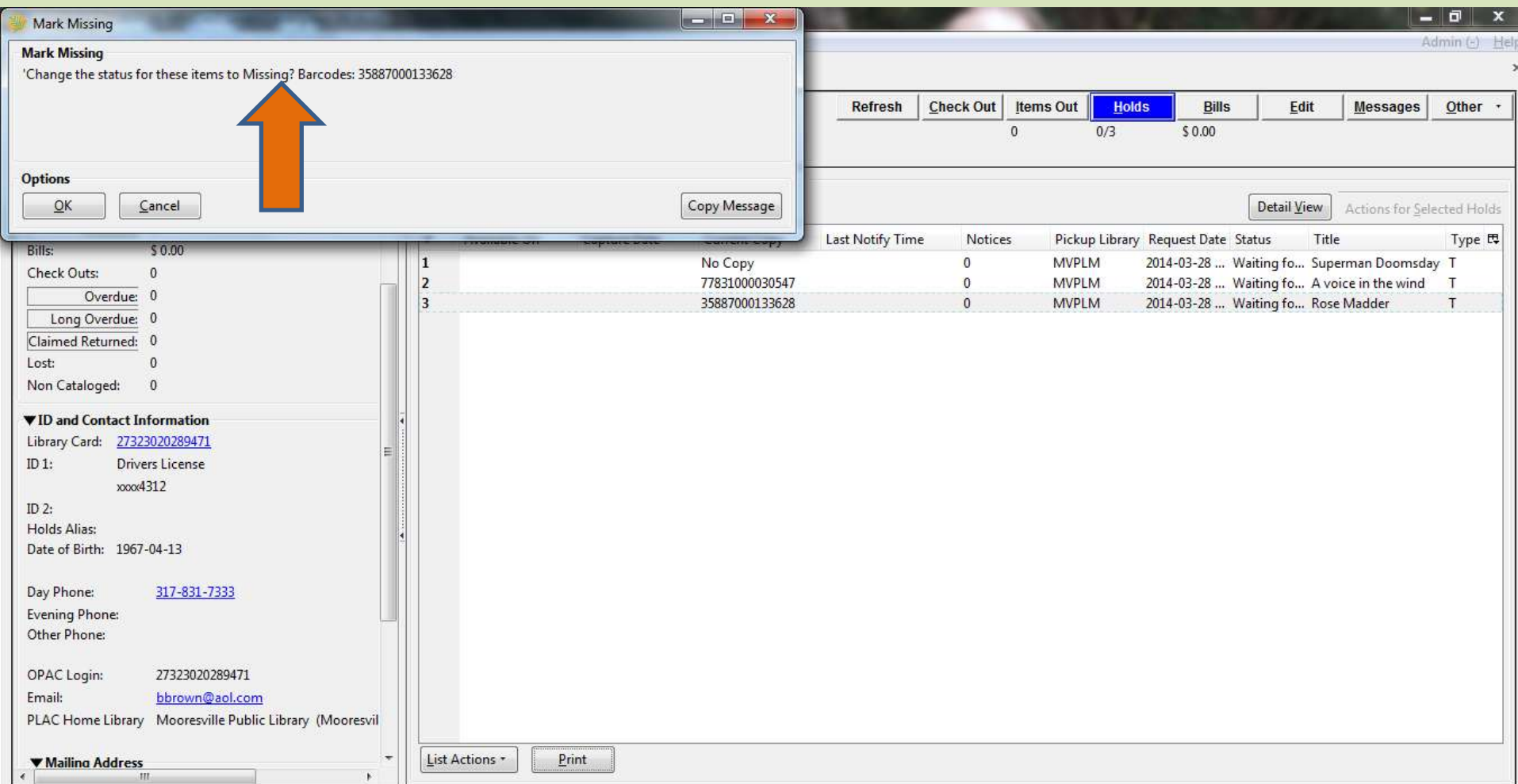
▼ ID and Contact Information
Library Card: 27323020289471
ID 1: Drivers License xxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: 317-831-7333
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil)

▼ Mailing Address

List Actions Print



Mark Missing. Changing the status will retarget the hold.



The screenshot displays a library management system interface. A 'Mark Missing' dialog box is open in the foreground, asking to change the status of items with barcode 35887000133628 to 'Missing'. The dialog has 'OK', 'Cancel', and 'Copy Message' buttons. An orange arrow points to the 'OK' button. In the background, the 'Holds' tab is selected, showing a table of holds. The table has columns for Last Notify Time, Notices, Pickup Library, Request Date, Status, Title, and Type. Three holds are listed, with the third one highlighted. The left sidebar contains various statistics and contact information for a user.

Mark Missing
'Change the status for these items to Missing? Barcodes: 35887000133628

Options
OK Cancel Copy Message

Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds
Refresh Check Out Items Out Holds Bills Edit Messages Other
0 0/3 \$ 0.00

Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
	0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
	0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
	0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

List Actions Print

Find another target. My copy can't be found after searching a couple of days.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

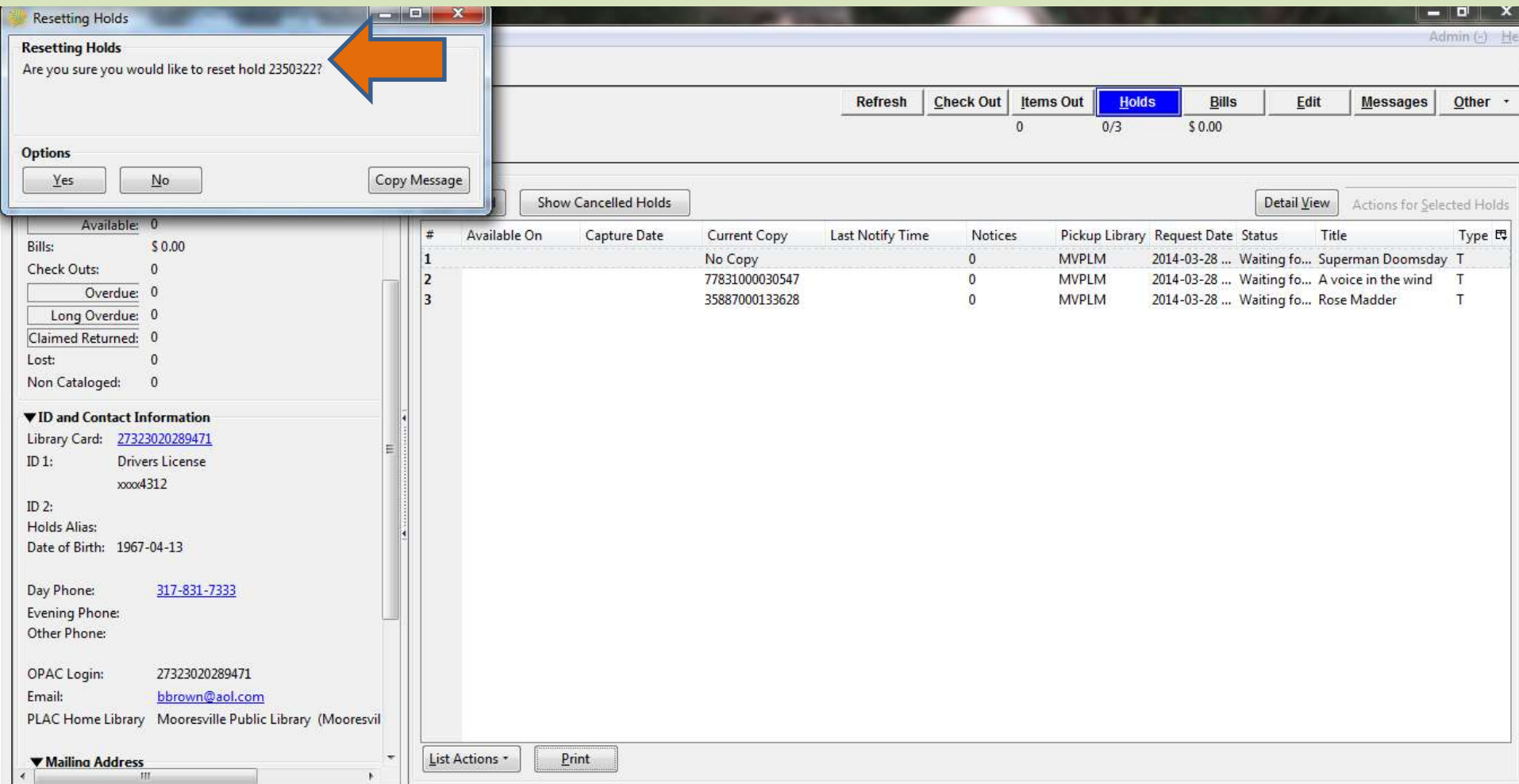
Holds
Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

List Actions Print

- Copy to Clipboard
- Show in Catalog
- Show Holds on Bib
- Show Item Details
- Show Last Few Circulations
- Retrieve Patron
- Set Desired Copy Quality
- Edit Pickup Library
- Edit Phone Number
- Edit Mobile/Text Carrier
- Edit Mobile/Text Number
- Set Email Notification
- Edit Expiration Date
- Edit Shelf Expire Time
- Edit Activation Date
- Edit Request Date
- Activate Hold
- Suspend Hold
- Set Top of Queue
- Transfer to Marked Title
- Mark Item Damaged
- Mark Item Missing
- Find Another Target**
- Cancel Hold

Resetting the hold will find the next available copy.



The screenshot shows a library system interface. A dialog box titled "Resetting Holds" is open, asking "Are you sure you would like to reset hold 2350322?". An orange arrow points to the "Yes" button. The dialog box also has "Options" (Yes, No) and a "Copy Message" button.

The main interface shows a toolbar with buttons: Refresh, Check Out, Items Out, Holds (selected), Bills, Edit, Messages, Other. Below the toolbar, there are statistics: 0, 0/3, \$ 0.00.

On the left, there is a sidebar with various statistics and contact information:

- Available: 0
- Bills: \$ 0.00
- Check Outs: 0
- Overdue: 0
- Long Overdue: 0
- Claimed Returned: 0
- Lost: 0
- Non Cataloged: 0

▼ ID and Contact Information

- Library Card: [27323020289471](#)
- ID 1: Drivers License
xxxx4312
- ID 2:
- Holds Alias:
- Date of Birth: 1967-04-13
- Day Phone: [317-831-7333](#)
- Evening Phone:
- Other Phone:
- OPAC Login: 27323020289471
- Email: bbrown@aol.com
- PLAC Home Library: Mooresville Public Library (Mooresvil

▼ Mailing Address

On the right, there is a table of holds:

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

Buttons at the bottom: Show Cancelled Holds, Detail View, Actions for Selected Holds, List Actions, Print.

Cancel Hold. Bobby is tired of waiting and bought his own copy of this book.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds


Place Hold Show Cancelled Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Detail View Actions for Selected Holds

- Show in Catalog
- Show Holds on Bib
- Show Item Details
- Show Last Few Circulations
- Retrieve Patron
- Set Desired Copy Quality
- Edit Pickup Library
- Edit Phone Number
- Edit Mobile/Text Carrier
- Edit Mobile/Text Number
- Set Email Notification
- Edit Expiration Date
- Edit Shelf Expire Time
- Edit Activation Date
- Edit Request Date
- Activate Hold
- Suspend Hold
- Set Top of Queue
- Transfer to Marked Title
- Mark Item Damaged
- Mark Item Missing
- Find Another Target
- Cancel Hold**
- Save Columns

List Actions Print



**There are several reasons to cancel a hold.
Choose the best option for each situation,
and leave notes in the field provided. Notes
are a great help if Bobby comes with a
question on your day off.**

Cancel Hold

Reason and Notes

Staff forced

Hold Shelf expiration

Patron in person

Patron via OPAC

Patron via SIP

Patron via phone

Staff forced

Untargeted expiration

Are you sure you want to cancel the hold(s)?

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

▼ ID and Contact Information

Library Card: [27323020289471](#)

ID 1: Drivers License
xxxx4312

ID 2:

Holds Alias:

Date of Birth: 1967-04-13

Day Phone: [317-831-7333](#)

Evening Phone:

Other Phone:

OPAC Login: 27323020289471

Email: bbrown@aol.com

PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Refresh Check Out Items Out Holds Bills Edit Messages Other

0 0/3 \$ 0.00

Show Cancelled Holds

Detail View Actions for Selected Holds

Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
		No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
		77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
		35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

List Actions Print

This screen is set at 'List View,' the default setting.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
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Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds

Place Hold Show Cancelled Holds

Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Wait	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Wait	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Wait	Rose Maddar	T

List Actions Print

This screen is set for Detail View. You may check to see when and if notifications have gone out to Bobby. You may also add a note if you call Bobby personally.

1: mvpl-circ1@MVPLM-MPLCircCoord1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 Patron: BROWN, BOBBY B

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
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PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds
Place Hold Show Cancelled Holds List View Actions for Selected Holds

Record Summary (View MARC)
Title: Rose Madder Edition: TCN: s18373423 Created By: admin
Author: King, Stephen Pub Date: 1995 Database ID: 18373423 Last Edited By: spclconnie-cat1
Bib Call #: PS3561.I483R67 1995 Record Owner: Last Edited On: 2013-03-27 4:8 PM

#	Available On	Current Copy	Email Notify	Phone Notify	Pickup Library	Request Date	Status	Type
1		35887000133628	Yes	317-831-7323	MVPLM	2014-03-28 ...	Waiting for capture	T

Notes Notifications

Add Note

List Actions Print

Managing Holds in Evergreen

It's easy. Just follow the links from the patron account, and you, too will be able to manage any hold like a pro.

Virginia Jensen

virginiaj@mooreville.lib.in.us

317-831-7323